

GREEN VALLEY PRESBYTERIAN CHURCH  
**POSITION DESCRIPTION**

**TITLE/POSITION:** Director of Music Ministries, full time

**EFFECTIVE:** October 1, 2017

**PURPOSE:** The Director of Music Ministries is committed to nurturing the congregation through worship music as by leading the chancel choir, the hand bell choir, and additional Guest Artists instrumentalists. He/She is expected to offer her/his best self to God thorough preparation; ongoing efforts to develop musical skills and an understanding of the role of music in worship; and demonstration of a serious commitment to the worshipping community.

**EXPERIENCE REQUIREMENTS:**

This position requires a MM in Music Education or Performance and at least ten years of applicable experience.

**RESPONSIBILITIES:**

- Oversee all church music groups including adult choir, bell choir, children's choirs, instrumental players, etc.
- Consult with pastor in weekly planning of themes and supporting music (of all music groups, solos, etc.) for each worship service or special event.
- Communicate with the congregation through regular articles about church music in the monthly newsletter (The Vision) and the weekly bulletin.
- Select music for various combinations of choir, bell groups, soloist and instrumentalists, including different combinations in service as much as possible. Coordinate rehearsals of these combinations.
- Develop, coordinate and maintain a yearly budget in conjunction with the Worship and Music Committee chair for all music, sound equipment training opportunities and instrument maintenance.

- Order music for all choirs, bell groups, solos and ensembles – coordinating with the Office Manager.
- Develop recruitment ad publicity information (in coordination with the Evangelism and Membership Chair) for all choirs, bell groups, other instrumentalists and soloists.
- Publicize the Concert series
- Serve as a resource person for, and member of, the Worship and Music Committee, regularly attending their meetings (currently scheduled for the 2nd Tuesday of each month at 6:30 p.m.).
- Attend church music workshops/seminars to keep current with new sacred music and trends that relate to our congregation.
- Listen to Sunday recordings for both services, select music selections, scripture reading and sermon to include to website for further editing by webmaster.
- Service as pianist for the Saturday evening 5:30pm Worship Service. The chancel choir president will schedule cantors for that service, and Director of Music will select their repertoire and run rehearsals for the service.
- Recruit and Hire the Resident Artist Baritone and Tenor positions annually.

#### **A. Adult Choir (Chancel Choir) Responsibilities**

1. Lead the Adult Choir in rehearsals and presentations of selected music for services and special programs.
2. Select appropriate music to be ordered for the various services and the church year – music that motivates and challenges the choir members to grow musically, vocally and spiritually.
3. Train the choir in choral/vocal techniques, appreciation of sacred music, and proper participation in worship services, and leading them spiritually.
4. Assist soloists and ensembles in selection of appropriate music, rehearsing and scheduling their participation in services/programs.
5. Organize and supervise recruitment of adult choir and bell groups.
6. Select repertoire, hire outside musicians if appropriate, rehearse and perform a Cantata, during Lent or otherwise appropriately scheduled.

## **B. Hand Bell and Hand Chime Responsibilities**

1. Lead hand bell and hand chime choirs as needed and as talent is available.
2. Prepare bell/chime groups for regular participation in workshop services, leading them spiritually as well as musically.
3. Choose music appropriate to each group for their growth musically and technically.
4. Develop and choose a portion of the music played which can be used in conjunction with other instruments and voices (for variety).
5. Develop small ensembles to further increase the skills and musicianship of advanced players.
6. Teach basic music terminology as well as hand bell and hand chimes terminology and techniques.
7. Develop and perform special seasonal programs in cooperation with other music groups, church leaders and pastor.

## **C. Other Instrumental Music Responsibilities**

1. Recruit and develop other instrumental music players as they are available from youth/adult instrumentalists for use in services when possible.

## **D. Concert series Responsibilities**

1. Organize, select and arrange a wide variety of monthly concerts in the sanctuary – at least twelve each year.
  - a. Invite artists and deliver Performance Agreement form to artists.
  - b. Develop publicity including flyers, posters, video, banners.
  - c. Invite technician for Sound board/microphone set up.
  - d. Set up for CD recording
  - e. Prepare PowerPoint if needed
  - f. Invite Ushers
  - g. Invite for a Free-will Ushers
  - h. Check environment (heat or a/c)
  - i. Close all doors at entrance before concert begins
  - j. Ensure sanctuary is returned to normalcy before next usage.

**RELATIONSHIPS:**

Relates to the Pastor, church office staff and all music staff (to include the Children's Choir Director and the Worship and Music Committee). Relates to all choir and bell groups in the performance of his/her responsibilities, the sound system technicians, and to the Organist/Pianist. Also relates to Sessions members who coordinate with music activities. Is ultimately responsible to the Pastor and the Session through the Personnel Committee.

**EVALUATION:**

After initial hire, there will be a 90-day probationary period. At the end of that time, a performance review will be held by the Personnel Committee along with the Pastor and the Chair of the Worship and Music Committee. Thereafter, performance reviews will be conducted annually or as deemed necessary by the Pastor as Head of Staff. The Personnel Committee will review the adequacy of compensation annually.